

APPENDIX 1

U.S. Department of Health and Human Services – a Description

The U.S. Department of Health and Human Services is the United States Government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.

The Department includes more than 300 programs, covering a wide spectrum of activities, and is the largest grant-making agency in the federal government, providing some 60,000 grants per year. Some highlights include:

- Medical and social science research
- Preventing outbreak of infectious disease, including immunization services
- Assuring food and drug safety
- Medicare (health insurance for elderly and disabled Americans) and Medicaid (health insurance for low-income people)
- Financial assistance for low-income families
- Child support enforcement
- Improving maternal and infant health
- Head Start (pre-school education and services)
- Preventing child abuse and domestic violence
- Substance abuse treatment and prevention
- Services for older Americans, including home-delivered meals
- Comprehensive health services delivery for American Indians and Alaska Natives

HHS works closely with state, local and tribal governments, and many HHS-funded services are provided at the local level by state, county or tribal entities, or through private sector grantees.

A. The Staff Divisions

The Office of the Secretary is comprised of the following staff divisions:

Office of Public Health and Science (OPHS)

The Office of Public Health and Science (OPHS) is under the direction of the Assistant Secretary for Health, who serves as the Secretary's senior advisor on public health and science issues. OPHS serves as the focal point for leadership and coordination across the Department in public health and science; provides direction to program offices within OPHS; and provides advice and counsel on public health and science issues to the Secretary.

Office of the Assistant Secretary for Management and Budget (ASMB)

The Office of the Assistant Secretary for Management and Budget (ASMB) provides the highest quality advice and service in administrative and financial management to the Secretary and all the Department of Health and Human Services components.

Office of Assistant Secretary for Planning and Evaluation (ASPE)

The Assistant Secretary for Planning and Evaluation (ASPE) is the principal advisor to the Secretary on policy development and is responsible for major activities in the areas of policy coordination, legislation development, strategic planning, policy research and evaluation, and economic analysis.

Office of Civil Rights (OCR)

The Office for Civil Rights (OCR) ensures that people have equal access to and opportunity to participate in and receive services in all HHS programs without facing unlawful discrimination. Through prevention and elimination of unlawful discrimination, OCR helps HHS carry out its overall mission of improving the health and well-being of all people affected by its many programs.

Office of Intergovernmental Affairs (IGA)

The Office of Intergovernmental Affairs (IGA) facilitates communication regarding HHS initiatives as they relate to state, local, and tribal governments. IGA serves the dual role of representing the state, local and tribal governmental perspective in the federal policymaking process as well as clarifying the federal perspective to state, local, and tribal governmental representatives. IGA works directly with the states and tribes, as well as with the national intergovernmental organizations representing them.

The Office of the Assistant Secretary for Legislation (ASL)

The Office of the Assistant Secretary for Legislation (ASL) provides advice to the Secretary on congressional legislation and facilitates communication between the Department and Congress. ASL is responsible for the development and implementation of the Department's legislative agenda and is the liaison with members of Congress and their staffs. The Office informs the Congress of departmental priorities, actions, grants and contracts.

B. The Operating Divisions

The Department's programs are administered by 11 HHS operating divisions. They are as follows:

Administration on Aging (AoA)

The Administration on Aging (AoA) is the federal focal point and advocate agency for older persons and their concerns. The AoA administers key Federal programs mandated under various titles of the Older Americans Act. These programs help vulnerable older persons remain in their own homes by providing supportive services, including nutrition programs like home delivered (meals on wheels) meals. Other programs offer opportunities for older Americans to enhance their health and to be active contributors to their families, communities, and the Nation. The AoA works closely with its nationwide network of regional offices and State and Area Agencies on Aging to plan, coordinate, and develop community-level systems of services that meet the unique needs of individual older persons and their caregivers. The AoA collaborates with Federal agencies, national organizations, and representatives of business to ensure that, whenever possible, their programs and resources are targeted to older persons and coordinated with those of the network on aging.

This role leads to two essential tasks. One is to serve well the 43 million seniors through the objectives and programs of Older Americans Act. The second is to plan ahead for the doubling of that population by bringing to bear the resources of this Department and the Administration.

Administration for Children and Families (ACF)

The Administration for Children and Families (ACF) is responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities. ACF is responsible for some 60 programs that promote the economic and social well-being of families, children, individuals and communities. It administers the state-federal welfare program, Temporary Assistance to Needy Families, providing assistance to an estimated 7.3 million persons, including 6.3 million children in September 1998. It also administers national child support enforcement system, collecting some \$15.5 billion in FY 1999 in payments from non-custodial parents and the Head Start program, serving more than 800,000 pre-school children. Additionally, ACF provides funds to assist low-income families in paying for child care, supports state programs to provide for foster care and adoption assistance, and funds programs to prevent child abuse and domestic violence.

Agency for Healthcare & Quality (AHRQ)

The Agency for Healthcare Research and Quality (AHRQ) was established in 1989 as the Agency for Health Care Policy and Research. Reauthorizing legislation passed in November 1999 establishes AHRQ as the lead federal agency on quality research and is charged with supporting research designed to improve the quality of health care, reduce its cost, and broaden access to essential services. AHRQ's broad programs of research bring practical, science-based information to medical practitioners and to consumers and other health care purchasers.

Agency for Toxic Substances and Disease Registry (ATSDR)

The mission of the Agency for Toxic Substances and Disease Registry (ATSDR) is to prevent exposure and adverse human health effects and diminished quality of life associated with exposure to hazardous substances from waste sites, unplanned releases, and other sources of pollution present in the environment. ATSDR is directed by congressional mandate to perform specific functions concerning the effect on public health of hazardous substances in the environment. These functions include public health assessments of waste sites, health consultations concerning specific hazardous substances, applied research in support of public health assessments, information development and dissemination, and education and training concerning hazardous substances.

Centers for Disease Control and Prevention (CDC)

The Centers for Disease Control and Prevention (CDC) is the lead federal agency responsible for protecting the health of the American public through monitoring of disease trends, investigation of outbreaks, health and injury risks, foster a safe and healthful environments, and implementation of illness and injury control and prevention interventions.

Food and Drug Administration (FDA)

The Food and Drug Administration touches the lives of virtually every American every day. It ensures that the food we eat is safe and wholesome, the cosmetics we use won't harm us, the medicines and medical devices we use are safe and effective, and that radiation-emitting products such as microwave ovens won't do us harm. Feed and drugs for pets and farm animals also come under FDA scrutiny. FDA also ensures that all of these products are labeled truthfully with the information that people need to use them properly.

Health Care Financing Administration (HCFA)

The Health Care Financing Administration (HCFA) administers the Medicare and Medicaid programs—two national health care programs that benefit about 75 million Americans. And with the Health Resources and Services Administration, HCFA runs the State Children's Health Insurance Program, a program that is expected to cover many of the approximately 10 million uninsured children in the United States.

HCFA also regulates all laboratory testing (except research) performed on humans in the United States. Approximately 158,000 laboratory entities fall within HCFA's regulatory responsibility. And HCFA, with the Departments of Labor and Treasury, helps millions of Americans and small companies get and keep health insurance coverage and helps eliminate discrimination based on health status for people buying health insurance.

Health Resources and Service Administration (HRSA)

The Health Resources and Services Administration (HRSA) directs national health programs that improve the nation's health by assuring equitable access to comprehensive, quality health care for all. HRSA works to improve and extend life for people living with HIV/AIDS, provides primary health care to medically underserved people, serves women and children through state programs, and trains a health workforce that is both diverse and motivated to work in underserved communities.

Indian Health Service (IHS)

The Indian Health Service (IHS) is responsible for providing federal health services to American Indians and Alaska Natives. The provision of health services to members of federally recognized tribes grew out of the special government-to-government relationship between the federal government and Indian tribes. This relationship, established in 1787, is based on Article I, Section 8 of the Constitution, and has been given form and substance by numerous treaties, laws, Supreme Court decisions, and Executive Orders.

IHS is the principal federal health care provider and health advocate for Indian people, and its goal is to assure that comprehensive, culturally acceptable personal and public health services are available and accessible to American Indian and Alaska Native people. IHS currently provides health services to approximately 1.5 million American Indians and Alaska Natives who belong to more than 550 federally recognized tribes in 35 states.

National Institutes of Health (NIH)

NIH's mission is to uncover new knowledge that will lead to better health for everyone. NIH works toward that mission by: conducting research in its own laboratories; supporting the research of non-Federal scientists in universities, medical schools, hospitals, and research institutions throughout the country and abroad; helping in the training of research investigators; and fostering communication of medical information.

Program Support Center (PSC)

The mission of the Program Support Center (PSC) is to provide qualitative and responsive "support services" on a cost-effective, competitive, "service-for-fee" basis to HHS components and other federal organizations and agencies. This distinctive, self-supporting operation brings a pioneering business-like enterprise approach to government support services. PSC's objective is to enhance the productivity, quality and responsiveness of governmental organizations with administrative support service responsibilities.

Substance Abuse and Mental Health Services Administration (SAMHSA)

The Substance Abuse and Mental Health Services Administration (SAMHSA) is charged with improving the quality and availability of prevention, treatment, and rehabilitation services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses.

